

Comparisons of Job Characteristics

Focus Occupation: [Management Analysts \(13-1111\)](#)

Associated Occupation: [Administrative Services Managers \(11-3011\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 90

Focus Occupation: Management Analysts (13-1111)

Associated Occupation: Administrative Services Managers (11-3011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	19.0	13.8	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	17.5	19.6	>	Current knowledge level is likely sufficient
Administration and Management	8.4	13.5	16.2	>	Current knowledge level is likely sufficient
Personnel and Human Resources	5.6	12.7	14.2	>	Current knowledge level is likely sufficient
Economics and Accounting	4.4	12.3	9.0	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 84

Focus Occupation: Management Analysts (13-1111)

Associated Occupation: Administrative Services Managers (11-3011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Coordination	9.1	12.2	10.2	<	A higher skill level may be required
Time Management	8.9	11.5	10.2	<	A higher skill level may be required
Negotiation	6.8	10.6	8.4	<	A higher skill level may be required
Management of Personnel Resources	6.9	10.5	8.8	<	A higher skill level may be required
Management of Material Resources	3.7	7.3	4.3	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	6.9	2.6	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 96			
Focus Occupation: Management Analysts (13-1111) Associated Occupation: Administrative Services Managers (11-3011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.6	15.9	>	Current ability level is likely sufficient
Written Comprehension	11.0	13.3	15.4	>	Current ability level is likely sufficient
Written Expression	9.8	13.3	15.0	>	Current ability level is likely sufficient
Speech Recognition	9.9	10.8	10.3	0	Current ability level may be sufficient
Time Sharing	6.6	7.4	6.2	<	Some improvement in abilities may be required
Memorization	5.6	6.4	6.1	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 81
Focus Occupation: Management Analysts (13-1111) Associated Occupation: Administrative Services Managers (11-3011)		
Work Activities	Exclusivity of Activity	
Analyze operational or management reports or records	62	
Analyze organizational operating practices or procedures	70	
Design systems in cooperation with colleagues	84	
Evaluate office operations	95	
Maintain records, reports, or files	5	
Prepare reports	8	
Recommend solutions of administrative problems	84	
Write administrative procedures services manual	82	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common	Similarity of Focus Occupation to Associated Occupation: 88
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Focus Occupation: Management Analysts (13-1111)
Associated Occupation: Administrative Services Managers (11-3011)

Tools and Technologies	Exclusivity
Business function specific software	1
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.